

Transfer Procedure with Gentian for FOD Funds

(revised July 23, 2024)

Gentian Financial Inc. (Gentian) currently manages the investment portfolios ("FOD Investment Fund" and the "FOD Endowment Fund") for the Friends of the Domes Inc. (FOD).

Transfers *into* the Investment Fund or Endowment Fund

Transfers into either Funds may only be made at the request of the FOD Executive Director and funds may only come from the FOD checking account.

Transfers *out of* either Fund

Approval from the Finance Committee and Board of Directors is required to remove funds from either the FOD Investment Fund or the FOD Endowment Fund. With the exception of Gentian's fees and fund related costs, such as but not limited to, transfer or conversion fees, transfers cannot be made to a third party. Funds being removed may only go into the FOD checking account.

Transfers out of the Investment Fund or Endowment Fund will be initiated with Gentian with a request from the FOD Executive Director.

Following the request, Gentian must call one of the FOD Officers listed below at the number listed below, and only at the number listed below, prior to making the transfer. Gentian will initiate the call to verify the transfer has been approved by the Finance Committee and Board of Directors. Gentian will not leave any voice mails or seek approval by any other means such as, but not limited to, text messaging or emails. Funds may not be transferred out until verified by phone.

<u>Name</u>	<u>Office</u>	<u>Phone Number</u>
Beverly Smiley	President	262-349-6286
Tom Mortensen	Vice President	414-588-6213
Andrew Holman	Treasurer	414-202-8705
Margaret Wittig	Secretary	860-978-9169

The Endowment Fund principal is to be maintained and managed in perpetuity to generate earnings and appreciation in value and the principal should not be transferred/used without specific directions from the donor.